METADATA EDITOR KEYBOARD SHORTCUTS

Function (Menu)	Shortcut Keys	Location	Description	Icon
Menu-Main	F2	Anywhere in Alma	Click on Alma icon or press F2 to go to the main Alma Menu. Click icon again or press F2 again to close the menu and toggle back to your previous screen.	Alma .
Alma Workbench	Shift+F2	Anywhere in Alma	View the Alma main screen and task list. Alternatively, click on upper left Logo.	

EDITING METADATA

Function (Menu)	Shortcut Keys	Location	Description	Icon
Save Draft	Ctrl+Alt+S	File Menu	Save record in a draft format	
Save Record	Ctrl+S	File Menu	Save record permanently (final) form	
Save and Release Record	Ctrl+Alt+R	File Menu	Save record permanently and unlock the record to make it available for editing by others	
Duplicate	<None>	File Menu	Duplicate the record	
Reload original record		File Menu	Restore original record – Undo all edits	
Delete Record	Ctrl+D	File Menu	Delete record (for bib record, this is only allowed before a holding record is linked to it)	
Exit	Ctrl+Q	File Menu	Exit Metadata Editor and go back to Home Page	
Add Field	F8	Edit Menu	Add new field/tag when Editing Metadata	
Remove Field	Ctrl+F6	Edit Menu	Delete the Metadata record's field that is highlighted	
Add Sub Field	F9	Edit Menu	Add a new subfield to a Metadata record's field/tag	
Enhance the Record	Ctrl+Alt+E	Edit Menu	Select process to run from drop down box, such as remove fields, tag for export	
Split Editor	F6	Edit Menu	Open two panes display for viewing records side by side	
Full Screen	F7	Edit Menu	Set a fuller screen display for viewing record (removes far left node pane)	
Open Form Editor	Ctrl+F	Edit Menu	Display form editor for the fixed field that is highlighted, for example 008, LDR, or 852 field	
Close Form Editor	Esc	Edit Menu	Return to full record editing after editing fixed field	
Cut	Ctrl+X	Edit Menu	Cut selected text/section from the metadata record	
Copy	Ctrl+C	Edit Menu	Copy selected text; to copy multiple fields simultaneously, press Ctrl and select all the fields to be copied	

Function (Menu)	Shortcut Keys	Location	Description	Icon
Paste	Ctrl+V	Edit Menu	Paste text that was previously cut or copied	
Search External Resource		Tools Menu	Search external bibliographic databases, view and select relevant records before importing them to the repository; typically used for copy cataloging	
View Versions		Tools Menu	View previous versions of the record currently being edited; can use to restore a previous version of the record	
Browse Call Numbers	Alt+C	Tools Menu	Opens in split editor mode with options to select call number type (e.g., Library of Congress, National Library of Medicine, etc.) and a specific call number in order to perform a browse	
Add Holding	Ctrl+Alt+H	Tools—MARC21 Bib	Add holdings record to bibliographic record; will add another holdings record when one already exists	
Create PO Line & Exit	Ctrl+Alt +O	Tools—MARC21 Bib	Create purchase order line from the active bib record and exits Metadata Editor; requires Inventory Operator role permissions	
Find Matches	Ctrl+M	Tools—MARC21 Bib	Check whether there are matches for the current bib record in your local catalog	
View Inventory	Ctrl+I	Tools—MARC21 Bib	Check for holdings, portfolios, digital representations, or electronic databases linked to the bibliographic record; displays results in split editor mode	
Add Holding	Ctrl+Alt+H	Tools – MARC21 Holdings	Add holdings record to bibliographic record; will add another holdings record when one already exists	
Add Item	Alt+I	Tools – MARC21 Holdings	Add an item record to the holdings record; can be selected when the holdings record exists	
Add a Portfolio	Alt+O	Tools – MARC21 Bib	Add a local portfolio	
View Bibliographic Record	Ctrl+Alt +B	Tools – MARC21 Holdings	Display bibliographic record linked to the holdings record in split editor mode	
Update from Bibliographic	Alt+U	Tools – MARC21 Holdings	Add fields from the bibliographic record to the holdings record	
Link to suggested authority record	F3		In authority-controlled field (e.g., MARC 100 field), type at least 3 characters of the author's name and press F3 to display list of suggested headings	